BULLETIN
1982-1983

The Graduate School at Queens

1. Belk Chapel
2. Albright Residence Hall
3. Jernigan Student Ctr.
4. Long Residence Hall
5. Stultz Bldg.
6. Belk Residence Hall
7. Burwell Hall
8. Early Learning Ctr.
9. Wallace Residence Hall
10. McEwen Bldg. Graduate School and New College offices
11. Watkins
12. Harris Residence Hall
13. Walker Science Bldg.
14. Morrison (Dining Room, College Store.)
15. Everett Library
16. Dana Classroom Bldg.
17. Maintenance
18. The Web
    Chi Omega Lodge
19. Phi Mu Lodge
    Alpha Gamma Delta Lodge
20. Alpha Delta Pi Lodge
    Kappa Delta Lodge
21. Irwin-McKay Infirmary
22. Heating Plant
23. Greenhouse
24. Maintenance Shop
25. Parking Lots
26. Tennis Courts
27. Ovens Physical Ed. Bldg.
28. E.H. Little Fine Arts Ctr.
29. Barnhardt Center for Continuing Education
30. Carol Hall and Art Annexes
31. Career and Personal Counseling Center

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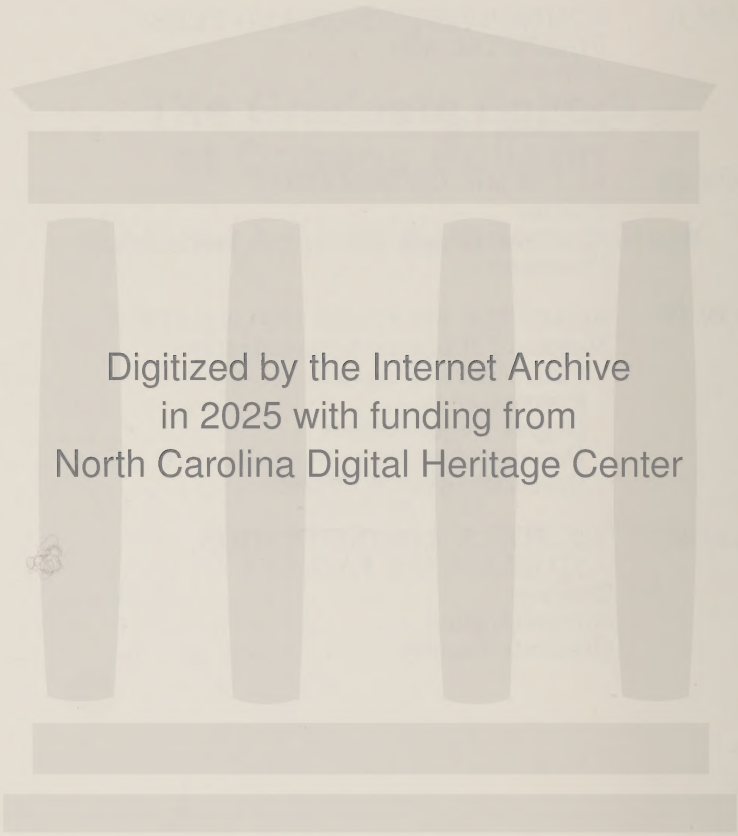

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The Graduate School 1982-1983 Calendar

Term I 1982

Wednesday, August 25	Registration
Thursday, August 26	Classes Begin
Tuesday, September 7	Opening Convocation and Reception for Graduate School and New College Students
Wednesday, October 13	Midterm
Wednesday, October 20	Last day to Withdraw with a "W"
Sunday, November 21	Classes End, Thanksgiving Break
Monday, November 29	Classes Resume
Wednesday, December 8	Classes End
Thursday, December 9	Exams Begin
Wednesday, December 15	Exams End

Term II 1983

Monday, January 24	Registration
Tuesday, January 25	Classes Begin
Wednesday, March 9	Midterm
Wednesday, March 16	Last day to Withdraw with a "W"
Tuesday, March 29	Spring Recess Begins
Tuesday, April 5	Classes Resume
Monday, May 2	Classes End
Tuesday, May 3	Exams Begin
Monday, May 9	Exams End
Friday, May 13	Baccalaureate
Saturday, May 14	Graduation

Summer Term 1983

Monday, May 16	Registration, Classes Begin
Saturday, August 13	Classes End

General Information

Statement of Purpose

The Graduate School at Queens provides post-baccalaureate, co-educational opportunities for advanced study and research in demanding and distinctive academic and professional programs. The Graduate School is designed to offer a stimulating, challenging, and scholarly community for the maximum intellectual and personal development of both students and faculty.

History of Queens College

Queens was founded in 1857 as the Charlotte Female Institute. Upon affiliation with the Presbyterian Synod of North Carolina in 1896 it was known as the Presbyterian College for Women. In 1914, the move was made to the present campus in Myers Park and it became Queens College. Through the merger with Chicora College in Columbia, South Carolina, in 1930, Queens became related to the Presbyterian Synod of South Carolina. With the creation of the Synod of the Southeast in 1973, Queens' official church relationship was extended to include Presbyterians in Georgia as well as those in the Carolinas.

The Board of Trustees holds title to the property of the college and is responsible for Queens' total program. The 34-member board—composed of business, professional, religious, and alumnae leaders—is elected by the Synod of North Carolina (10 members), the Synod of the Southeast (8), trustees (12), and the Queens College Alumnae Association (4).

Accreditation and Memberships

Queens College is accredited by the Southern Association of Colleges and Schools.

The Graduate School at Queens is a member of the Conference of Southern Graduate Schools. Queens College is a member of the American Assembly of Collegiate Schools of Business and the Southern Business Administration Association.

History of The Graduate School at Queens

On April 30, 1979, the Queens College Board of Trustees, at their annual Spring meeting, approved the addition of a new administrative and educational unit to the college entitled "The Graduate School." Approval was also granted for the Master of Business Administration to be the first graduate degree program to be offered by Queens College. The Graduate School and the offering of the Master of Business Administration were approved by the Queens College Educational Programs and Curriculum Committee and the Queens College Faculty on April 4, 1979.

Student Services

Administrative Offices

The Office of the Dean of the Graduate School and other Graduate School Administrative Offices are located on the first floor of McEwen Building, Room 102.

Library

The Everett Library is a college library with a collection of approximately 88,000 catalogued volumes of books and 17,000 bound volumes of periodicals. The library current-

ly receives approximately 650 periodicals. In addition to its books and periodicals, the library is a partial depository for United States government documents. These books and pamphlets are available for regular check-out along with materials from the pamphlet file and undergraduate college catalogues from schools in North Carolina, South Carolina, and Georgia. Audio-visual equipment and catalogues for ordering films are available in the Media Center on the lower floor of the library. At present the library has two microfilm readers, a microfiche reader, and one copier.

Initially geared only to the needs of undergraduate liberal arts students, the facility is quickly adapting to the specialized concerns of graduate students. The college received several grants from the Ginter Foundation for library acquisitions for the Master of Business Administration program.

During the main academic sessions, the library is open from 8:00 a.m. to 11:00 p.m., Monday through Friday; 10:00 a.m. to 4:00 p.m. on Saturday; and 2:00 p.m. to 11:00 p.m. on Sunday. The operation schedules for January and the Summer term are reduced.

Computer Services

The Queens College Computing Center is located on the first floor of the McEwen Building.

Computing Center facilities include a 32K IBM 5100 micro-computer with auxiliary tape storage and printer, and a 48K Apple II microcomputer with disk storage and peripheral printer. A Documentation OM 200 card reader which can read both punched and optically marked cards provides peripheral input to either machine. Both machines can be operated in terminal mode to provide communications with larger, remote systems. Additional communication facilities are provided by a DECwriter LS120 interactive terminal. Queens is a subscriber to the North Carolina Educational Computing Service (NCECS), and thereby has remote access to the Triangle Universities Computation Center (TUCC) at Research Triangle Park, N.C. Hardware at TUCC includes an IBM 3081, as well as two Hewlett-Packard 2000 interactive computers. NCECS and TUCC support an extensive selection of software, including the major packages and simulations used in the graduate curriculum.

The Computing Center Director is Dr. Richard Ault whose office is in 312 Walker Science Building, extension 265.

Queens Career Center

The Queens Career Center provides various personal and group services to Queens graduate students and to members of the community on a fee basis. The Career Center offers individual and group career/life planning services as well as workshops on topics such as Managing Your Career; How to Organize a Job Search; Assertive Training; and Self Awareness.

Fees are set at $100 for testing and counseling for individuals, or $75 for the group workshop experience offered through Queens Institute for Lifelong Learning. Fees for other workshops are flexible and related to the hours and content.

The Queens Career Center is located on the second floor of Jernigan Student Center with staff

offices and an extensive career library. The center is open from 8:30 a.m. to 5:00 p.m. daily, Monday through Friday, or by appointment on evenings and Saturdays.

Bookstore

The Queens College Bookstore, operated by Saga Food Service, is located in the basement of Morrison Hall. It is open Monday through Thursday from 10:00 a.m.-12:30 p.m. and 2:00 p.m.-5:30 p.m. Friday hours are from 10:00 a.m.-12.30 p.m and 2:00 p.m.-3:30 p.m. Hours are extended on registration day and the first week of class each term in order to serve graduate school students.

Dining Hall

Morrison Dining Hall is open from 4:30 p.m. to 5:45 p.m. for dinner. There is a dinner ticket program that currently enrolled graduate students may use. A ten-ticket packet may be purchased for $30.00, tax included, from the Saga Office in Morrison Dining Hall, and used for any dinner during the semester except Wednesday night family style. A single ticket may be purchased at the door for $3.25.

Other facilities available for students include the Snack Bar located in the Jernigan Student Center, which operates Monday through Thursday from 5 p.m. to 10 p.m. Vending machines for student use are located on the second floor of the McEwen Building and the first floor of the Jernigan Student Center.

Parking

Students may not park on the Queens College campus without registering their cars with the Office of Public Safety (Stultz Building) and purchasing an "E" decal. Registration of vehicles shall be accomplished at registration or within 48 hours of the first class of the semester. Students without decals are to park on the streets that form the boundary for the Queens College campus: Selwyn, Wellesley, Radcliffe, and Stanford.

An "E" decal is good for one academic year, costs $5.00, and allows the student to park in the following parking zones during the noted hours. Parking zones are marked on the campus map in the front of this bulletin.

"E" decal—Valid in A, B, C, D zones during unrestricted hours only.

A & B zones—All day Saturday and Sunday

C & D zones—4 p.m. to 8 a.m. Monday through Friday and all day Saturday and Sunday

Admissions/ Tuition and Fees/ Financial Aid

Admissions

The admissions policy of The Graduate School at Queens is designed to select students of outstanding promise for graduate work. Because the student body is the college's most important resource, careful attention is given to each student. Each applicant is considered on the basis of his or her individual achievements and merits.

Applications may be obtained by writing or calling the Admissions Office, Queens College, 1900 Selwyn Avenue, Charlotte, North Carolina, 28274. The telephone number is (704) 332-7121 ext. 313 or 334-5326. The office is located on the second floor of Burwell Hall.

All applications should be submitted to the above address; "Attention: Graduate Admissions."

The Graduate School at Queens operates on a continuous admissions procedure, announcing admissions decisions as soon as a file is complete and processed by the Graduate School Admissions Committee.

In order to be considered for admission to The Graduate School at Queens, a student should meet the guidelines outlined below. Each application will be evaluated individually. A student should:

1. Hold a baccalaureate degree from an accredited institution.

2. Have submitted official transcripts of all previous academic work beyond high school. All transcripts must be sent directly from each institution attended to the Admissions Office at Queens College. It is the student's responsibility to have all transcripts sent to Queens College.

3. Generally have a cumulative grade point average (QPA) of at least 2.5 or better on a 4.0 scale on all post-secondary academic course work. The QPA on all major courses or courses required for preparation for the area of proposed graduate study should be a 3.0 or better on a 4.0 scale.

4. Have submitted a completed Graduate School application form including the non-refundable $20 application fee.

5. Have provided to the Admissions Office two letters of reference.

6. Have submitted to the Admissions Office official evidence of satisfactory scores on the aptitude test appropriate for the degree sought. Special planning is necessary to assure that tests are taken with sufficient lead time for scores to be sent to the Queens College Admissions Office to permit consideration for the desired semester of matriculation.

7. Applicants from non-English-speaking countries must also submit the following documents:

a. Scores for the Test of English as a Foreign Language (TOEFL) examination. Information and registration forms are available from TOEFL Program, ETS, Princeton, New Jersey, 08540.

b. Certified English translations of all prior academic records for work which corresponds to the

bachelor's degree in the United States.

Tuition and Fees

While the Board of Trustees and Administration of the college reserve the right to adjust the tuition schedules at Queens at any time, the following basic fees have been established for the Graduate School for the fiscal year 1982-83:

Tuition—per credit hour	$115.00
Application fee (non-refundable)	20.00
Registration fee (non-refundable)	7.00
Late Registration fee (non-refundable)	5.00
Transcript fee (if necessary)	3.00
Graduation, gown, and diploma fee	50.00
(Cost of purchasing or rental of Masters hood is not included)	
Parking Permit	5.00
Identification Card Replacement	3.00

Accepted students are to mail a deposit of $50.00 within 30 days of notification of acceptance. This confirms the acceptance of the offer of admission to the Graduate School at Queens. This deposit will be applied toward tuition.

Regulations Regarding Payment

Upon signing the application for admission, the applicant accepts as binding all fees and regulations set forth in the catalogue.

1. A student is not permitted to attend classes until satisfactory arrangements have been made to meet all financial obligations. Where a note is offered, it is accepted with the understanding that the account is not considered settled until the note is paid.

2. Credits for financial aid are divided equally between the fall and spring terms.

3. No discount or scholarship award may be applied against the $50 deposit fee; that is, the initial deposit.

4. Diplomas, certificates, grades, and transcripts are granted only when the student's accounts have been paid in full.

Deferred Payment

Queens College offers a Deferred Payment Plan whereby payments may be made in four equal installments. Payment for Term I must be paid at registration and on the 1st of October, November, and December. The payment for Term II may be made in four equal installments, payable at registration and on the 1st of March, April, and May. Payments for Summer Term may be made in three equal installments, payable at registration, June 13 and July 11.

There is an additional charge of 1% per month for charges deferred under the Queens College Deferred Payment Plan. Students electing this form of payment will sign a Deferred Payment form at registration.

Company Assisted Tuition

If a student's company is paying all or part of the student's tuition, Queens College will defer tuition (excluding the $50 deposit) until the end of the term.

There is an additional charge of 1% per month for charges deferred under this plan. Students electing this form of payment will sign a Company Assisted Waiver form at registration.

Withdrawal for Academic Ineligibility

A refund will be made in the case of a student determined academically ineligible to return by the Graduate School Qualifications and Standards Committee of the college. Such decisions are made at the end of each term.

Withdrawal for Illness

Students who withdraw from the college during the academic year as a result of illness will have tuition prorated as of the date of withdrawal, provided the physician recommends withdrawal in a letter to the Dean of the Graduate School.

Withdrawal for Other Reasons

1. Students who withdraw from the college during the academic year on their own initiative will have tuition prorated as of the date of withdrawal as follows:

	Term I	Term II	Summer Term
25% charged if withdrawing by.....	9/1/82	1/31/83	5/30/83
50% charged if withdrawing by.....	9/8/82	2/7/83	6/6/83
75% charged if withdrawing by.....	9/15/82	2/14/83	6/13/83

Special fees are not subject to proration.

Students who feel that individual circumstances warrant exception from the above-stated policy may appeal to the Financial Policies Committee, provided they make a written request to the Dean of the Graduate School.

2. Students suspended by the college will be subject to tuition proration according to the above schedule.

Withdrawal Involving Financial Aid

If the Business Office determines that the student is due a refund and all or part of the student's institutional charges were paid with financial aid funds, all or a proportionate part of the total refund must be returned to the Title IV Financial Aid Accounts and may be returned to other financial aid accounts, if necessary.

Amount to be returned will be determined as follows:

1. $\frac{\text{Title IV Aid}}{\text{Total Aid Package}} = x/y$

2. This fraction (x/y) will be applied to the total refund due.

3. The resulting amount is the amount of the Title IV Funds to be returned to Title IV programs.

Queen's policy will be to distribute this total amount of funds to Title IV Programs in the following order, in no case exceeding the total amount originally awarded from that fund:

(1) SEOG
(2) NDSL
(3) BEOG
(4) Other Programs

Financial Aid

The Graduate School at Queens will make every effort to meet the demonstrated need of a student for financial aid. A student must be enrolled for six hours or more to be eligible for student financial aid.

Blumenthal Graduate Fellowships ranging from a $300 honorarium

to a maximum of $2,000 annually are available to Master of Business Administration students who are truly outstanding in terms of academic achievement and potential. Blumenthal Fellows are selected by the Graduate Honors Committee on the basis of academic achievement, community service and outstanding character.

Any graduate student or person applying to the Graduate School with a minimum total index of 1150 (QPA × 200 plus GMAT score) with a GMAT score of at least 525 may apply or be nominated.

Blumenthal Fellows must attend and participate at an annual symposium at Wildacres Conference Center in Little Switzerland, N.C. Fellows' expenses are covered.

For further information a student may contact the Assistant Director of Admissions in the Admissions Office.

The National Direct Student Loan (NDSL) Program permits students with established need to borrow up to $5,000 a year for graduate study, depending on costs, up to a maximum of $12,000 for undergraduate and graduate study. These loans bear a 5% annual interest rate during repayment. Repayment begins 6 months after the borrower ceases to be at least a half-time student and may extend over a period of 10 years. If the borrower enters certain public service occupations, the loan may be canceled.

The amount of funds available to Queens students under the NDSL program is determined by allocations made to the college each year by the U.S. Department of Education.

The Guaranteed Student Loan Program permits students upon recommendation of the college, to borrow from a bank or other financial institution with a federal government guarantee of repayment. Terms for these loans and of guaranteed interest arrangements may be obtained from participating banks or agencies in the state where the student resides. The College will advise the student in the process.

The North Carolina Insured Student Loan Program permits North Carolina residents enrolled for six hours or more to borrow through the College Foundation, Inc. on the basis of a needs analysis as much as $5,000 per year up to a maximum of $25,000 for graduate and undergraduate study, at 9% annual interest. Loans are insured and under certain conditions the U.S. Department of Education pays the interest on these loans during the in-school and grace periods.

All students who have adjusted gross income above $30,000 are required to demonstrate need in order to qualify. Other regulations governing these loans are still pending congressional action as of 5/31/82.

To Apply:

To apply for financial assistance, students must have been admitted to the Graduate School as degree candidates and must complete and submit two application forms:

1. The Queens College Application for Financial Aid to be submitted to the Director of Student Aid, Queens College, Charlotte, North Carolina 28274.

2. The Financial Aid Form (FAF)

to be submitted to the College Scholarship Service, Box 2700, Princeton, New Jersey, 08541. The student should list Queens College, Charlotte, N.C., CSS code 5560, as the institution to receive the report.

3. Guaranteed Loan Applications must be secured from the lending agency. A list of lenders is available in the Student Aid Office located on the 2nd floor of Burwell Hall.

All other forms are available from Queens' Office of Student Aid.

Applications for financial aid should be submitted by entering students as soon as possible. Notification of action by the college will be sent after Queens receives an evaluation of the applicant's need from the College Scholarship Service.

Financial Aid Policies

Most financial aid programs are renewable throughout enrollment if the recipient demonstrates satisfactory progress toward graduation, but renewal of aid is not automatic. Students must re-apply to the financial aid office for assistance each year. The amount offered in grants and loans also may vary from year to year, depending upon students' needs and availability of funds.

Financial aid recipients who withdraw during the school year will have their aid prorated according to the regulations governing withdrawal.

Queens reserves the right to review and modify an offer of financial aid should the recipient receive aid from other sources after Queens' program has been offered.

All federal programs are subject to congressional change.

Academic Information

Policies

Length of Admission Eligibility

Acceptance into a graduate program will remain effective up to one calendar year following the commencement of the semester for which the acceptance has been made. Individuals who wish to enter after the one-year period are required to re-apply, and the admission decision will be based on the existing admission standards at the time of the re-application.

Leave of Absence and Readmission

A student may be granted a leave of absence for any number of semesters not to exceed one calendar year. A request for a leave of absence should be sent in writing to the Dean of The Graduate School. If the student returns on the agreed upon date, he or she will reenter the program with the same status as held at the time the leave commenced. Students who do not obtain a formal leave of absence shall be considered withdrawn from the college and will have to re-apply to gain readmission.

Grading System

The grading system for graduate status is:

A-outstanding graduate level work

B-good or high pass in graduate level work

C-fair or low pass in graduate level work

F-failure in graduate level work

I-incomplete

W-withdrawal

Incompletes
A student who has received the grade of Incomplete (I) has a specific time period within which to complete the course work. A grade of I automatically becomes F if the student fails to make up incomplete work satisfactorily. It is the student's responsibility to contact the professor and make arrangements for the work to be completed.
A grade of I received during Term I must be changed to a grade by the end of the second full week of regular classes of Term II. Term II and Summer Term incompletes must be changed no later than two weeks into Term I of the following academic year.

Attendance Policies

The college expects students to attend all class sessions. Specific attendance policies for each course are set by the individual faculty member. The faculty member announces at the beginning of each term the policy to be applied in a particular course and attendance policies for each course are kept on file in the Office of the Dean of the Graduate School.

Graduate Status

Individuals allowed to enroll in Graduate courses must be admitted under one of the following classifications:

Full Graduate Status

Full graduate status will be given to applicants who have met all admissions requirements including a satisfactory undergraduate quality point average, an acceptable aptitude test score and the satisfactory completion of any required preparation or prerequisite courses.

Preliminary Graduate Status

Applicants who have not yet completed the required preparation courses may be designated as having preliminary graduate status. Each student granted preliminary graduate status will be responsible for notifying in writing the Dean of The Graduate School when he or she has satisfied the conditions for admission to full graduate status.

Probationary Graduate Status

An applicant whose undergraduate QPA or aptitude test score is marginal or who has failed to maintain a 3.0 average (4.0 scale) in previous graduate course work may be given probationary graduate status. Six hours of graduate work must be completed at Queens College with a 3.0 or better QPA to be removed from probationary graduate status.

Non-degree Graduate Status

A student who wishes to take graduate courses for transfer to another institution or for personal satisfaction, but does not wish to work toward a degree will be classified as having non-degree graduate status. To be admitted as a non-degree graduate student, an individual must complete the same admissions procedures as other graduate applicants and must meet the standards of general admission into the graduate program. Generally, a graduate student may not take more than nine hours as a non-degree student. After completion of nine hours, the student may

apply for the appropriate graduate status.

Nine hours of graduate work per semester is considered full time.

Academic Regulations

Academic Eligibility

To remain in a graduate program a student must maintain a 3.0 average on a 4.0 scale and must not make a grade of C or lower in more than two graduate courses.

Academic Ineligibility

The graduate faculty determines the academic standards which the Graduate School Qualifications and Standards Committee administers.

This committee reviews each case of academic difficulty to determine the appropriate action and academic status for the graduate student.

If a student receives two C's in graduate courses and has a cumulative quality point average less than 3.0, the student will be placed on probationary status. If the student receives more than two C's, he or she will be placed on probation and may be dismissed from the program. A student placed on academic probation will have his or her record reviewed again by the Graduate School Qualifications and Standards Committee after six additional hours of graduate work have been completed in order to determine whether sufficient academic progress has been demonstrated for the student to be allowed to continue in the program.

If a graduate student does not meet program requirements or adhere to recommendations of the Qualifications and Standards Committee, he or she will be subject to dismissal from the college. All decisions regarding dismissal may be appealed to the Vice-President for Academic Affairs and the President of the College.

Records of Progress

Records of progress are kept by this institution on veteran and non-veteran students alike. Progress records are furnished the students at the end of each scheduled school term.

Graduation Requirements

A student may be graduated only after the completion of all of a program's required course work with a quality point average of 3.0 or better in the graduate courses. No more than six extra hours (2 courses) may be taken for the purpose of increasing the student's QPA to the required level. No course with an assigned grade below C may apply toward degree requirements. Only one such course may be repeated for credit.

All graduate courses must be completed within five years of admission. A candidate required to take preparation courses or remedial work must finish both preparation and graduate work within seven years of admission.

Transfer Regulations

Generally no more than six semester hours (2 courses) of graduate work in a thirty-three hour program or twenty percent of a program may be transferred from another institution. Only graduate courses with a grade of B or better will be considered for transfer credit. Courses considered for transfer credit must have been completed within the three years immediately preceding admission into a Queens College graduate

program. Granting of transfer credit, furthermore, is dependent upon the specific course under consideration, which will be evaluated in terms of content, level, and equivalency to the courses in The Graduate School at Queens.

Honor Code

The Honor Code is one of the cherished possessions of Queens College and is of fundamental importance in the educational experience.

The Honor Code regulates all phases of college life and is binding on all members of the community.

The Code is based on three basic principles: (1) truthfulness at all times; (2) respect for the property of others; (3) honesty in tests, examinations, term papers and all other academic assignments.

Procedures

Drop and Add

The drop and add period is limited to the first week of class. A student must obtain permission from the Dean of The Graduate School to drop a class and a class should be added in its place. Full refund of tuition cannot be made after classes begin.

Withdrawal from a Course

A student must obtain permission from the Dean of The Graduate School to withdraw from a course. After the first full week of classes in any term, a student who drops a course receives a grade of W. The deadline for withdrawing from a course is one calendar week after the mid-point in any term. The student will be held responsible for tuition regardless of a company-assisted tuition plan. Permission to retake a course with no charge can only be granted by the Dean of the Graduate School.

Withdrawal from the College

A student wishing to withdraw from The Graduate School before the end of the term must notify the Dean of The Graduate School in writing in order to maintain good standing. All grades are recorded as W. If the student does not give written notification before the end of the term, all grades are recorded as F.

The college reserves the right to require at any time the withdrawal of a student whose conduct or academic work is not considered satisfactory.

Summer School

The Graduate School operates at full capacity during the summer months, offering a 12-week session from May through August.

Student Advising

It is the student's responsibility to schedule advising appointments with the Coordinator of the MBA program as often as necessary. The Coordinator is to be used as a resource in planning course schedules and meeting graduation requirements.

Class Officers

Once a year, in the Fall, those students who plan to graduate during the upcoming academic year will meet to choose class of-

ficers. A President, Vice President and Secretary/Treasurer will be elected.

Convocation

The Graduate School convocation is held during the first month of the Fall semester. This important event is designed to foster a spirit of unity, fellowship and community among the graduate students, faculty, administration, and Board of Trustees.

Academic Program Information:

Master of Business Administration

The purpose of the Master of Business Administration program in the Graduate School at Queens is to provide an academically sound and relevant educational experience designed to prepare general managers and administrators who are knowledgeable, effective, and socially and ethically responsive. Decision-making skills, leadership abilities, study in the functional areas of business, governmental and international considerations are emphasized in order to offer a foundation on which to build careers in positions of responsibility.

Curriculum Rationale

The Master of Business Administration curriculum at Queens is a prescribed one; that is, it has a high proportion of specifically required courses. The program has been structured as such to ensure standardization of exposure to specific areas, techniques, experiences and information. The courses represent what is considered to be the core of essentials for preparation of today's manager. The curriculum indicates an absence of alliance with one or the other polar viewpoints on what constitutes the appropriate emphasis in Master of Business Administration curricula. Instead, the Queens course of study draws from both points of departure; that is, the curriculum offers a blend of adhering strongly to the objective of educating in the common core of managerial skills while at the same time paying allegiance to the realities of required literacy and competency in the functional areas of business.

Prerequisites

The content of the Master of Business Administration program begins with preparation or prerequisite undergraduate courses. The student should be able to provide evidence of adequate preparation in economics, accounting, statistics, mathematics, computer science, communication skills, and the functional areas of business administration. The student may be required to take up to twenty-seven hours in specific undergraduate preparation courses to ensure an adequate foundation in the following areas:

	Possible hours required
Macroeconomics	3
Microeconomics	3
Statistics	3
Computer Concepts or equivalent (300 level)	3
Accounting	6
Management (300 level)	3
Marketing (300 level)	3
Finance (300 level)	3
	27

Some prerequisites may be waived,

or substitutions approved, by the Dean of the Graduate School in consultation with the MBA Coordinator and/or appropriate faculty based upon an evaluation of transcripts, professional and work experience, CLEP tests, and general academic achievement. Generally, a test will be required to validate acceptable knowledge of course material prior to exemption.

Degree Requirements

Requirements for the Master of Business Administration degree include adequate preparation in economics, statistics, computer concepts, accounting, mathematics, communication skills, marketing, management and finance. The degree course requirements include a total of eleven three-hour graduate courses (thirty-three hours), nine courses of which are specifically required with the remaining two being electives. Business Policy and Society, Business Administration 550, is the capstone course which is to be taken as the last course in the course sequence.

Required Courses

BA 516 Economics of the Firm

3 Hrs.

The application of microeconomic theory to managerial decision-making to answer basic resource allocation questions. The course is designed to provide the student with an ability to view resource allocation problems within a constrained optimization framework. Included are price and output decisions of the firm under various market conditions such as pure competition, monopoly, oligopoly, and monopolistic competition.

Prerequisite: Microeconomics.

BA 510 Organizational Behavior

3 Hrs.

A study of organizations and their environment as well as the social and psychological foundations necessary to an understanding of human behavior within complex organizations. Topics covered include group and inter-group behavior, leadership styles, organizational structures, and the decision-making process.

Prerequisite: Management.

BA 520 Managerial and Financial Accounting

3 Hrs.

Examines the ways in which accounting enables managers to operate effectively through the use of analysis and information as the foundation for managerial decision-making. Topics include an analysis of corporate annual reports, cost-volume-profit relationships, cost behavior patterns, flexible budgets and standards for control, relevant costs, capital budgeting, and the impact of taxes on management planning.

Prerequisites: Financial Accounting I and II.

BA 521 Financial Management

3 Hrs.

Examines the financial function and how it relates to other functions of the business firm including how financial decisions can further the basic enterprise's goal of profit maximization. The student will explore in depth controversial conceptual problems. This course focuses on the various concepts for managerial decision-making such as forecasting, capital budgeting, decision-making under uncertainty, optimum financial structure, cost of capital, and asset management.

Prerequisites: Corporate Finance and BA 520, Managerial and Financial Accounting.

BA 530 Marketing Strategy

3 Hrs.

This course is designed to acquaint the student with the dynamic nature of the relationships between the consumer, the demand for goods and services, and the environment. The main point of emphasis is that marketing is a total system of business action rather than a fragmented assortment of functions and institutions. The structure of the course is the case approach which requires the student to use priciples of marketing in the analysis of business problems.

Prerequisite: Marketing.

BA 512 Legal and Regulatory Environment

3 Hrs.

A survey course which encompasses a study of the statutes and regulations that govern interactions among businesses as well as the relationship of business to governmental

bodies and consumers. Some of the topics covered include contracts, agency, partnerships, corporations, property, sales, commercial paper, bankruptcy, anti-trust, and government regulation of business.

Suggested prerequisite: Business Law.

BA 535 Quantitative Methods

3 Hrs.

This course develops a generalized framework useful in investigating all types of decision problems. The study includes various quantitative methods appropriate to an analysis of these types of problems. Methods include decision trees, linear programming, transportation and assignment problems, inventory control, queuing theory, simulation, PERT-CPM, and game theory.

Prerequisites: Statistics and BA 516, Economics of the Firm.

EC 515 Macroeconomic Theory

3 Hrs.

The study of how goods and services are produced and distributed including an examination of economic policy and an analysis of how it affects the performance of the economic system. This course will explore the topics of national income and employment; market, the price system, and the allocation of resources; the distribution of income; the public sector; and the international economy.

Prerequisite: Macroeconomics.

BA 550 Business Policy and Society

3 Hrs.
A study of the policymaking and administrative, ethical problems that must be faced in a private-enterprise society. The emphasis of the course is on the strategic planning necessary for an organization to define and achieve its overall objectives. Cases include problems in which economic, moral, personal, social, and political factors are involved. A major theoretical or practical project required. The final exam for the course is comprehensive and is designed to evaluate overall synthesis of content of the Master of Business Administration eleven course sequence. The capstone course may not be transferred from another institution.

Prerequisites: all required Master of Business Administration courses.

Electives (choose two)

BA 518 International Business

3 Hrs.

The study of profit-oriented business relationships conducted across national boundaries. This course incorporates a combination of basic disciplines and functional areas focusing on problems and opportunities involved when the firm makes the decision to begin international operations. Topics presented include international trade theory, direct foreign investment, foreign exchange, the international payments system, financial markets for international operation, taxation, government influence on trade, and international marketing.

Prerequisite: BA 515, Macroeconomics.

BA 511 Written and Oral Communications for the Professions

3 Hrs.

This course is designed to increase and maximize communication ability and skills required for the professional manager. Includes instruction in written and oral presentations and reports as well as extensive practice in both mediums including oral presentations and at least two 500-word papers. Where possible, speakers from business and industry will be invited to discuss problems encountered in management and executive level communications.

BA 536 Production Management

3 Hrs.

Designed to teach the student to manage the operating systems of organizations. Topics included are process selection, facilities planning, operations planning, operations control, and technological changes.

Prerequisites: Statistics and BA 535, Quantitative Methods.

BA 525 Specialized Topics in Business

3 Hrs.

Topic to be announced for each semester offered. Possible offerings including: Energy, Economics and the Environment; Finance; Banking and Foreign Exchange; Political Analysis for the Manager, and International Economics.

BA 545 Investment Analysis and Portfolio Management

3 Hrs.

This course includes the study of capital market theory, the balance between risk and return, rates of return required by investors and the study of betas in the capital asset pricing model, all looked at from the point of view of the private investor.

Prerequisite: BA 521, Financial Management.

BA 540 Research in Business

3 Hrs.

This course requires the execution of a research project in an area related to the content of the MBA program. This course is open only to students who have completed all the required courses for the MBA except BA 550, Business Policy. Permission of the instructor and of the MBA Coordinator is required. An outline of the proposed research project must be completed and approved before a student may register for the course.

Prerequisite: Consent of MBA Coordinator and approval of the Dean of the Graduate School.

Suggested Sequence of Courses

As a general rule, MBA students will follow the following sequence of courses:

Sequence #1

First Semester:
516 Economics of the Firm
520 Managerial and Financial Accounting

Second Semester:
515 Macroeconomics
535 Quantitative Methods

Third Semester:
510 Organizational Behavior (or elective)
521 Financial Management

Fourth Semester:
512 Legal and Regulatory
530 Marketing Strategy

Fifth Semester:
Elective (or Organizational Behavior)
Elective

Sixth Semester:
550 Business Policy

Sequence #2

First Semester:
515 Macroeconomics
512 Legal and Regulatory

Second Semester:
516 Economics of the Firm
520 Managerial and Financial Accounting

Third Semester:
535 Quantitative Methods
Elective

Fourth Semester:
510 Organizational Behavior
521 Financial Management

Fifth Semester:
530 Marketing Strategy
Elective

Sixth Semester:
Business Policy

Proposed Schedules

The following schedules are to aid the MBA student in planning. These schedules are subject to modification, but every effort will be made to adhere to them.

Master of Business Administration Proposed Schedules

Spring '83

Course Number	Title
EC 515	Macroeconomic Theory
BA 535	Quantitative Methods
BA 512	Legal and Regulatory
BA 530	Marketing Strategy
BA 525	Topics: To be announced
BA 536	Production Management
BA 550	Business Policy

Summer '83

Course Number	Title
BA 516	Economics of the Firm
BA 520	Managerial and Financial Accounting
BA 510	Organizational Behavior
BA 521	Financial Management
BA 511	Written and Oral Communications
BA 550	Business Policy

Fall '83

Course Number	Title
EC 515	Macroeconomic Theory
BA 535	Quantitative Methods
BA 512	Legal and Regulatory
BA 530	Marketing Strategy
BA 518	International Business
BA 545	Investments
BA 550	Business Policy

Spring '84

Course Number	Title
BA 516	Economics of the Firm
BA 520	Managerial and Financial Accounting
BA 510	Organizational Behavior
BA 521	Financial Management
BA 518	Production Management
BA 525	Topics: To be announced
BA 550	Business Policy

Summer '84

Course Number	Title
EC 515	Macroeconomic Theory
BA 535	Quantitative Methods
BA 512	Legal and Regulatory
BA 530	Marketing Strategy
BA 545	Investments*
BA 511	Written and Oral Communications*
BA 550	Business Policy

*One of these two electives will be offered.

Distinguished Executive Lecturers

In order to benefit from the unique and valuable experience of eminently successful chief executive officers and entrepreneurial business leaders, "Distinguished Executive Lecturers" are named annually. Distinguished Executive Lecturers are appointed for a two-year term. Distinguished Executive Lecturers give at least one lecture in a graduate class per year and visit the campus annually to contribute to curriculum evaluation and development. The breadth of the educational/experiencial background of these lecturers is extensive, with the uniting theme being their indisputable practical success and expertise.

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The establishment of a Business Advisory Council was approved in the Spring of 1978. The purpose of the Council is to aid in strengthening, evaluating, and planning of the Business Administration programs at Queens College.

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Neil D. Ray
Corporal
Field Training Officer

Michael T. Mullis
Public Safety Officer

Johnny Wright, Jr.
Public Safety Officer

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Kathy Fesperman
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Barbara L. Knowles
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M'Lou Greene
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Donna Trask
Secretary
Saga Food Service

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Office of Student Affairs

Sidney Kerr
Dean of Student Affairs
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Date following name and title indicates year of appointment.

* Part-Time
** Leave of Absence

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M.S., Ph.D., California Insititute of Technology

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B.S., Miami State University (Oxford, Ohio); B.Mus., M.Mus., Cincinnati Conservatory; D.F.A., Chicago Musical College

Maria S. Terrell
Assistant Professor of Mathematics 1982
B.A., Albertus Magnus College; Ph.D., University of Virginia

William A. Thompson
Professor of History 1975
Dean of the College of Arts and Sciences
A.B., Davidson College; M.A., Ph.D., Vanderbilt University

Cynthia H. Tyson
Professor of English and Vice President for Academic Affairs 1969
B.A., M.A., Ph.D., University of Leeds (England)

Billy O. Wireman
Professor of Management and Education and President of the College
A.B., Georgetown College; M.A., University of Kentucky; Ed.D., Peabody College of Vanderbilt University; L.H.D., Eckerd College; L.H.D., University of Tampa

Karen J. Zapata
Assistant Professor of Business 1978
B.A., B.S., University of North Carolina at Charlotte; M.B.A., Winthrop College; Certified Public Accountant (CPA)

Professors Emeriti

Thelma Albright
Associate Professor Emeritus of English
A.B., Greensboro College; M.A. Duke University; L.H.D., Queens College

Charles E. Brewer, Jr.
Associate Professor Emeritus of Economics
A.B., Princeton University

Roberta T. S. Chalmers
Associate Professor Emeritus of English
A.B., D.Litt., Mount Holyoke College; M.A., Radcliffe College; B.Litt., Oxford University (England); D.Litt. Kenyon College

Sarah Irene Dunlap
Assistant Professor Emeritus of Home Economics
B.S., M.A., Winthrop College

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Professor Emeritus of Art 1953
B.F.A., M.A., Ohio State University

Hughes B. Hoyle, Jr.
Professor Emeritus of Mathematics
A.B., M.A., Ph.D., University of North Carolina at Chapel Hill

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Professor Emeritus of Music (Voice)
Boston University of Music; Juilliard School of Music

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Mildred L. Miscally
Assistant Professor Emeritus of Journalism
A.B., M.A., University of Georgia

Sarah McKee Nooe
Professor Emeritus of Biology
B.S., Meredith College; M.A., Columbia University

Caroline Gordon Richardson
Assistant Professor of Foreign Languages (French)
A.B., Winthrop College; M.A., University of South Carolina

George A. Shealy
Professor Emeritus of Art
Indiana University; Chicago Art Institute; Bell School of Art; Oxbow School of Painting

Mary Lee Taylor
Associate Professor Emeritus of Religion
A.B., Salem College; M.R.E., The Biblical Seminary, New York

Laura A. Tillett
Professor Emeritus of English
A.B., Duke University; M.A., Columbia University

DEGREES CONFERRED 1981-82

MASTER OF BUSINESS ADMINISTRATION

December 1981

The First Graduating Class

William Richard Arcilesi
Ben Hiram Baggott, Jr.
Carol Louise Becker
Phyllis Ann Britnell
Charlotte Marion Cheney
Farhad Ghannadian
Margaret Miesiaszek Griffin
John Allen Mitchell III
James Michael Pearson
William Hill Smith, III
Marcia Grier Spencer
William Durwood Styron, Jr.
Glenda Chaple Tallent
Stuart Daly Ward

May & August 1982

Ina Elizabeth Blackmore
John William Boyle
Miriam Jeanne Downs
Robert Jay Friedheim
Fletcher Melvin Green, II
Harry LeRoy Keller
William Leonard McPherson
Richard Bryant Moore
Kenneth Morris O'Connell
Mary Stanley Pollock
Brenda Hill Skinner
Riley Buren Sloan, Jr.
John Charles Snyder
Paul Archibald Stroup
Charles Langley Tayloe
Randy Thomas Tropasso
Donald Dean Wade

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